

**Subject:** 20161781-2016 DIA DE LOS MUERTOS FESTIVAL 10/30/16

**From:** Karen Kishita

**Date:** 10/15/2016 09:29 PM

**To:** Sandra Ciaramitaro <sandra.ciaramitaro@lacity.org>, Lorena Parker <lparker@sanpedrobid.com>

Hi,

Very important messages have been sent to you through the Special Events system. In order to read or respond to the messages please make sure that you go to [specialevents.lacity.org](http://specialevents.lacity.org) click on REGISTER then click on SIGN IN and enter your USER ID (your email) and password then click login. Next go to your permit application and scroll down to the section that says NOTIFICATIONS to read the messages and to respond back just check the box for the department or investigator. Write your message then click post. If you need to upload documents go to your permit application and scroll down to the section that says DOCUMENTS and upload your documents (UP TO 6 DOCUMENTS AT A TIME). If you cannot upload documents to the system you will need to use Google Chrome. DO NOT MAIL ANYTHING!

ALL COMMUNICATIONS FOR YOUR PERMIT APPLICATION MUST GO THROUGH THE SPECIAL EVENTS SYSTEM.

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Karen Kishita

Street Service Investigator

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